

## **Word Processing Level 3 – 03938 Spring 2011**

The standard of scripts submitted by candidates was good. Candidates generally followed instructions carefully but poor proofreading accounted for some careless errors. In several cases this made the difference between a Distinction and Pass.

Candidates must follow the layout of the draft and this applies especially to column headings in the table.

There are still many instances when the margins of the booklet are not set correctly.

### **Document 1**

Candidates generally followed instructions on the font style and size for the header and footer. However, the footer was frequently keyed in as *SITE MANAGER*. In addition, the positioning of the header and footer was very often incorrect. The header and footer should be aligned with the right margin of the document (Marking Criterion 2.3). Page numbering should not interfere with the positioning of the header and footer so a penalty would be taken if the page number appeared after the header or footer, ie *SITE MERGER 22*. In most cases, paragraphs were moved (MC3.6) and copied correctly (MC3.5). The paragraph heading *NEW MOVE* was often not inset as instructed (MC4U). The text box was generally sized exactly (MC4E). Occasionally text was not wrapped above the text box and the text box was not always accurately centred horizontally within the paragraph (MC2.3) although candidates showed a marked improvement in these two areas. Search and Replace caused fewer problems this series (MC2.3). The words *both in* and *very* were often not deleted (MC2.2).

### **Document 2**

Most candidates correctly produced a copy of this document displaying track changes (MC2.3) and inserted the paragraph from the Resource Sheet as instructed. The word *old* was not always deleted (MC2.2). Keying in errors included *weakness* for *weaknesses*; *whenever* for *wherever*; omission of *a* before *lack of cash*; the apostrophe incorrectly positioned in *competitors'*. Some candidates omitted the ballooned text *Wherever possible base your ideas on evidence* (MC2.1).

### **Document 3**

This document was generally very well done. The layout of column headings must be exactly as draft (MC2.3). On the whole, decimal points were correctly aligned and the first figure of the longest number was left aligned with the column heading (MC4Q). Both modifications for the second print were carried out correctly.

#### Document 4

This document was generally very well done. Almost all candidates successfully copied the correct paragraphs as instructed maintaining consistent font style and size (MC2.3). The correct picture was inserted and sized accurately. However, candidates are still not leaving the minimum margins when the booklet is folded (MC4A). The folded booklet has a front and a back cover and two inside pages. Each inside page should have left and right margins of at least 13 mm. This also applies to the margins for the front and back covers. Candidates are reminded that the instruction is to change the font style and size and the change must be noticeable (MC4D). A very common keying in error was *enquires* for *enquiries* (MC1.2).